

Midwest ENERGY Association OQ Update

Midwest ENERGY Association (MEA) spent the last 12 years working with member companies and energy delivery subject matter experts in the development of training, assessments, and performance evaluations. MEA is proud to say that assistance from approximately 100 leading distribution and pipeline companies has contributed to our industry consensus format.

MEA materials were developed to help operators and contractors comply with operator qualification requirements. Original materials were paper based and included videos. Later revisions provided CD versions. We currently offer access to three different libraries (192, 195 and ASME) of materials online via EnergyU.org.

Over the years, companies made such extensive modifications to the original paper based materials, they often no longer represent MEA's initial industry consensus model. Couple this with the fact that state and Federal regulators are encouraging stronger oversight by Operators and OQ providers, it became necessary for MEA's OQ program to come under review.

In December 2013 MEA announced that changes would be coming. Working with our technical training committee, MEA is finalizing new processes and procedures for acceptance and acknowledgement of certificates for training, assessment, or performance. The intent of these program changes is to ensure that our system remains an auditable and credible component of your operator qualification solution.

From Paper to Online

Current Q41 customers will need to discontinue use of these legacy materials and move to EnergyU, MEA's online learning portal for the energy industry. This will require companies to have an EnergyU license for each user they wish to qualify. This move from paper to an online Learning Management System (LMS) will assist in our goal to maintain the credibility and effectiveness of the materials provided. The online training (TNG), testing (KNT) and performance evaluation (PEF) materials provided via EnergyU are intended to meet the regulatory requirements for Operator Qualification (OQ).

NOTE: Effective June 1, 2014, MEA will no longer endorse the use of legacy OQ materials. MEA will only stand behind certificates issued via EnergyU.

How EnergyU Works

1. Each company will designate at least one individual to perform EnergyU administrative functions.
2. EnergyU Administrators add users to the system and enroll the users in the required certificate program(s). Once enrolled the corresponding course(s) will be available for the user.
3. Online course completion is tracked by the LMS and certificates are automatically granted for passed courses.
4. EnergyU Administrators can run reports from EnergyU to determine user qualification status.

Certificates from EnergyU

All training, testing and performance information is tracked in EnergyU. Certificates are awarded for completion. Certificates will expire according to the re-evaluation interval, as shown in the example below.

MEA Task 192-0801 Locating Pipelines 60 months

Online Training (TNG):	View 80% of learning content	MEA1420 Certificate granted automatically by EnergyU
Online Assessment (KNT):	Answer 80% correct	MEA1143 Certificate granted automatically by EnergyU
Performance (PEF):	MEA Approved Evaluator	MEA137 Manually granted in EnergyU (upload PEFs)

EnergyU Administration

While companies may have multiple personnel performing EnergyU administrative functions, one individual must be designated as the Primary Administrator. The Primary Administrator will be assigned the EnergyU Role and Responsibilities course in EnergyU, which they will need to read and acknowledge.

MEA personnel will provide support and basic training for company Administrators. The company Administrator will be responsible for end user support. EnergyU Administrator training classes are held every other month at the MEA training facility in Minneapolis. Additional training is provided in the form of manuals and online materials.

Conducting Performance Evaluations

Performance evaluation forms are available to EnergyU Administrators via an Internet “cloud” based document management system called SecureDrawer. Performance evaluations must be conducted by an approved MEA Evaluator. Completed forms must be signed by both the Evaluator and the Evaluatee. Scanned or electronic copies of the forms must then be uploaded to SecureDrawer. MEA will audit to ensure appropriate documentation is uploaded to SecureDrawer, and will audit all records transferred to ISN. Meanwhile, you will still maintain your company’s copy.

Approved MEA Evaluators

MEA has revised the requirements for MEA Evaluators. Current Evaluators who attended an in person class prior to January 1, 2011 will need to attend an in person refresher class by the end of the year 2014. Approved Evaluator status will be revoked for personnel who did not attend classroom training between January 1, 2011 and December 31, 2014. Current Evaluators will also have to adhere to the new requirements listed below.

NOTE: Monthly classes are held at the MEA training center in Minneapolis, and other contracted locations in the U.S.

New MEA Evaluator Requirements

To be an approved MEA Evaluator, individuals must:

1. Submit a resume that outlines your experience in the industry. Per the Federal Code, your experience will help determine the tasks you will be eligible to evaluate.
2. Complete a covered task application (CTA) based upon your industry experience. (A minimum of 5 years of experience or record of participation in formal training.)
3. Request access to the new evaluation forms (PEFs) from your EnergyU Administrator. Completed forms will need to be uploaded to your company SecureDrawer for approval.
4. Request your EnergyU Administrator assign you online training and tests for the tasks you are qualified to evaluate. Evaluators receive a discount on EnergyU licenses.
5. Complete the required online training (TNGs) and knowledge tests (KNTs) by December 31, 2014 to prevent your evaluator status from being inactivated.

For questions or additional information please contact: 651-289-9600

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